



## MAINTENANCE SECURITY INSTRUCTIONS

400 SW 152<sup>nd</sup> Street, Suite 300 Burien, WA 98166  
Phone: (206) 241-4647 • FAX: (206) 248-5539  
[www.burienwa.gov](http://www.burienwa.gov)

A. Please submit the following attached items:

1. The completed original **Maintenance Security Information** form, *along with an as-built plan*; and
2. The completed original **Maintenance Security Agreement**, including all required signatures and notarizations; and
3. A copy of the completed **License to Enter Property**, including legal description of the property, all required signatures and notarizations (not required if one has already been submitted and recorded with a prior performance security on the property), and recording fees; and
4. One of the following completed forms, whichever is applicable:
  - a. **Construction and Improvement Maintenance Bond**
  - b. **Assignment of Funds for Maintenance of Improvements**

B. To determine the amount of your security:

1. **Maintenance securities** for on-site improvements (e.g., landscaping) are collected at 30 percent of the labor and materials cost for the initial installation of the improvements. **Maintenance securities** for public improvements and on-site storm water control are collected at 10 percent of the labor and materials cost for the initial installation of the improvements.
2. A 30 percent **contingency factor** covering inflation, contingency and City construction services will be applied to the labor and materials costs to determine estimated costs at the end of the security period.
3. Submit detailed written cost estimates for the as-built improvements from qualified contractors (including labor and materials). City staff will review the estimates and complete a **Maintenance Security Value Worksheet** to help you determine the correct security value. Written cost estimates are not required if these were submitted as part of a prior performance security on the property.